

8/12/14

TOWN ENGINEER

JOB SUMMARY

The Town Engineer performs professional engineering work of an administrative and technical nature in directing the activities of the Engineering Department.

SUPERVISION RECEIVED

Under the direction of the Town Administrator, the Town Engineer works independently performing department head level work in planning, organizing and directing the Town Engineering function.

SUPERVISION EXERCISED

Provides supervision to all employees in the Engineering Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Directs and participates in the investigation, development, design and construction of a variety of engineering projects; controls field work and projects through on-site inspections, reviews of reports, and conferences.

Serve as technical liaison to the Sewer Utility Committee; meets with the Sewer Utility Committee on a monthly basis; review and issue sewer permits; coordinate sewer construction projects; oversee the sewer utility consultant(s) and coordinate with commercial and industrial entities regarding the Town's Industrial Discharge program; perform other technical and administrative sewer utility duties.

Serve as technical liaison to the Water Utility Committee; meets with the Water Utility Committee on a monthly basis; review and issue water permits; coordinate water construction projects; oversee the water utility service contractor(s); perform other technical and administrative water utility duties.

Serve as staff liaison to the Conservation Commission; meets with the Conservation Commission on a monthly basis; coordinate Conservation Commission efforts and projects as necessary.

Responsible for the maintenance and reporting requirements of the Town's EPA mandated Stormwater Management Program.

Prepares the annual Engineering, Sewer Utility and Water Budgets; provide support to various boards and committees throughout the budget process.

Supervises staff assignments, provides or obtains training for staff, provides discipline as required in accordance with Town policies and applicable union contract(s). Oversees and coordinates the work of contractors involved in Town engineering projects.

Coordinates the Town's street acceptance program. Designated by the Planning Board to review and approve driveway permits in coordination with the Road Agent and Civil Engineer.

Responsible for keeping required inspection data on bridges and dams in Town.

Oversee the Town's landfill closure programs; coordinates with consultant contractors, state and federal agencies as necessary.

Serve as a member of the Highway Safety Committee.

Provides technical review of private development plans to assure compliance with Town construction standards and regulations and recognized engineering practices.

Performs other duties as assigned.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Thorough knowledge of modern methods and techniques of civil engineering as applied to the design, construction and maintenance of public works facilities, including, sewer and water utilities and storm water systems; thorough knowledge of current practices in subdivision control, including their relationship to municipal planning and zoning; thorough knowledge of the principles and practices of engineering management; ability to plan, coordinate and supervise the work of professional and technical personnel; ability to direct the preparation and maintenance of engineering records and prepare concise technical reports; ability to work with elected officials, the general public, contractors and other Town employees. Requires a general understanding of New Hampshire law as it pertains to sewer systems, water systems, driveways, zoning and land planning and stormwater management. Must be computer literate with experience using CAD and GIS software.

MINIMUM QUALIFICATIONS REQUIRED

Graduation from a college or university with major course work in Civil Engineering, plus ten years progressively responsible experience in the field of civil engineering including at least five years in a supervisory capacity; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

CERTIFICATION/LICENSE REQUIREMENTS

Registered Professional Engineer with the State of New Hampshire Civil or Structural designation.